

4125

**VILLAGE OF STOCKBRIDGE BOARD OF TRUSTEES  
REGULAR MARCH MEETING  
MARCH 6, 2019 – 6:00 P.M.  
VILLAGE OFFICE – 116 SOUTH MILITARY**

Meeting called to order by President Amy Zahringer. Present are Trustees Dean Bornemann, Tim Lemke, Tammy Mackai, Marilyn Behnke and Ty Bodden. Also present for the meeting was Paul Birschbach, Building & Zoning Code Administrator, Dean Hemauer of Head Insurance and Kim Smith, resident.

AGENDA: Verification of open meeting law postings and **motion** to approve the March amended agenda by Lemke, seconded by Bornemann. M/C.

MINUTES: Zahringer stated that the minutes from the February Regular Board meeting & the Economic Development Meeting had been distributed. **Motion** to approve the February Regular Board meeting and the Economic Development meeting minutes by Bodden, seconded by Lemke. M/C.

TREASURERS REPORT: The monthly printed report for the month of February was submitted by the Treasurer showing a General Account beginning balance of \$188,012.37 and monthly receipts of \$68,050.75. There was a transfer from Money Market to Savings to cover February settlement checks in the amount of \$100,000. The February check disbursement amount was \$298,159.29 leaving a savings account balance of \$57,935.74. Of that amount, \$52,987.82 is accounted for the Fireman Legion Park fund and the balance of \$4,948.40 in the treasurer's savings account.

The money market account had a beginning balance of \$677,874.02 and an interest posting of \$346.80 and the noted transfer in the amount of \$100,000 from money market to savings, leaves a money market balance of \$578,220.82.

The Board also reviewed the monthly receipt register and a month end trial balance report. **Motion** to approve the February treasurers report by Behnke, seconded by Mackai. M/C.

PUBLIC COMMENTS/QUESTIONS: **Motion** by Behnke, seconded by Bodden to move to Item #F1 under new business – Village Insurance Renewal. M/C

Dean Hemauer from Head Insurance was present to go over the renewal policy for the Village of Stockbridge. Hemauer indicated that the bond is an expense this year because they are due every two years. Hemauer complimented the Board that the Village completed the capital asset inventory, so that all of our property, buildings, and equipment are very accurate and up to date.

Update for the Personnel Committee to consider. The Clerk received the following guidance from the Village Attorney and Village insurance agent regarding a possible part-time employee.

The Village Attorney indicated that the Village would need to consult with our insurance provider.

Dean Hemauer from Head Insurance indicated that if the part-time person is considered an employee and receives W-2 income from the Village, he/she would be covered under the Village's workers compensation policy. If he/she is using his own vehicle regularly while working for the Village we'll need to verify coverage with minimum limits determined by Village. If the Village chooses to go strictly with a sub-contractor that would not receive W2 wages from the Village, Hemauer recommends that the sub-contractor would have to produce a certificate of insurance with at least the same base coverage of \$1 million liability plus a \$1 million umbrella policy. The employee will need to be made aware he/she is responsible for his/her own tools and

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equipment as the Village policy is limited in coverage for employee's tools. Workers compensation would increase based on the classification and what the rate of pay would be. Classification under municipal operations would \$58/\$1,000 of payroll once they are on the Village payroll. Whether the Village hired a subcontractor or hired a W-2 employee, that used their vehicle for Village business, Head Insurance would still recommend that the minimum limits of coverage apply to both, with them providing verification. There is limited Village coverage on non-owned vehicle policy coverage. \$25,000 policy for tool coverage. **Motion** to accept the 2019 renewal from Head Insurance by Behnke, seconded by Lemke. M/C

BUILDING INSPECTOR/ZONING CODE ADMINISTRATOR REPORT & ISSUES: Birschbach provided a future home concept drawing from Todd Thiel Parcel #14487 on his 36 acre property between Lake Breeze and St. Catherine's Bay (South). Birschbach reported that they cannot have an entrance structure over the area dedicated for a potential future road. There was a lengthy conversation regarding the driveway leading right from the northern end of Lake Breeze Dr. It was the consensus of the Board that the homeowner would need to put in a road to the point of the future home and a driveway off that road. The road would need to be finished off with a turn-around that meets the specs of a fire truck, school bus, garbage truck etc. being able to turn around. There was discussion on where and what exactly is already place for water and sewer mains. It was agreed that the Utility Clerk and Commission would need to review and verify for Birschbach. Birschbach reported that he would research the structure setbacks from right of ways.

Lemke questioned the history of any Open Book adjustments or Board of Review adjustments on tax assessment on the property and the back-up related to any past adjustments for the file. Clerk reported that she would research that information with Grota Appraisals.

The Board also questioned if there was a residential development of the 36 acres in any of the future plans. The Clerk reported that, verbally, the owner indicated that there are no immediate plans for a residential development. However, he indicated that it is not out of the question; therefore, his current intentions of a single family home would not restrict the layout of additional parcels or a future road extending to St. Catherine's Bay (East/West).

It was the consensus of the Board that Birschbach would draft a letter detailing what is acceptable and what is not acceptable with the concept as proposed with clarifications. Zahringer reported that Birschbach would present that letter to the Board at the April meeting for review and further discussion.

Birschbach reported that property at 507 S. Military is, once again, in violation of the Village's property maintenance and public nuisance ordinances. The Clerk reminded the Board that the property owners and renters have received four other letters regarding the concerns since 2014. It was the consensus of the Board that the Clerk forward copies of letters and any other backup to the Zoning Code Administrator. Birschbach will send a letter to both the renters and the current owners, citing the violations and timeline for remediation before citations are issued.

Birschbach reported that the WI Department of Safety & Professional Services sent out notification to all municipalities of the new commercial electrical rules. Municipalities may choose to exercise jurisdiction over the inspection of electrical wiring installations at farms, public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks and rv parks. To exercise this jurisdiction, the

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municipality must comply with the following items; submit an application along with the fee for the Electrical Inspection Agency credential. After that credential is granted, the municipality must submit the following items to DSPS at least 60 days prior to the date upon which our municipality intends on assuming jurisdiction. This includes a notification of our municipality intent to assume jurisdiction & the date upon which we intend on doing so, a copy of all the Village's electrical ordinances and any revisions, our municipality adopting SPS 316 in its entirety and the names of the certified commercial electrical inspectors (including their certification numbers) which the Village employs or contracts with to perform electrical inspections. If the Village chooses not to exercise jurisdiction over commercial electrical permitting and inspection by January 1, 2020, the Wisconsin Department of Safety and Professional Services will assume jurisdiction per Wis. Admin. Code § SPS 316.011(2).

Lemke questioned if Birschbach was licensed and qualified to inspect commercial electrical and he reported that he has never had held this license and that he has always contracted with three area electrical inspectors to fulfil that responsibility and that he would continue to do so to meet the requirements, if the Village decides to exercise jurisdiction over the inspections. Lemke questioned if Birschbach felt he could handle this added responsibility as he spread thin over many area municipalities for both building inspections and zoning code inspections and the Village has expressed concern over response times to our customers in the past. Birschbach reported that he does not feel that it will affect his response time to his current responsibilities to our Zoning Code Administration and building inspection duties.

This item will remain on the agenda for April to discuss further.

**VILLAGE UTILITIES:**

- a.) Operations Update: Nothing to report.

**VILLAGE LAW ENFORCEMENT:** The Board reviewed the report.

**VILLAGE STREETS:** There was a discussion regarding various road dips due to the significant weather this winter.

**VILLAGE PARKS:** Clerk reported that she spoke to Bill Parson regarding have Parsons Construction assemble and set the concrete pad for the carousel in Spring and he said that they would be able to complete that. Behnke reported that she will check the fall protection requirements for this type of play equipment and determine how much rubber mulch will have to be laid to meet the requirements. Behnke will also see if PJ Schneider can dig out an area for the carousel placement.

**RECYCLING/GARBAGE COLLECTION & DISPOSAL:** Nothing to report

**SUBDIVISIONS:** Nothing to report.

**VILLAGE LICENSES:** Operator's License – (1) new operator license

**ECONOMIC DEVELOPMENT:**

- a.) Meeting with Mary Kohrell and Phil Cosson from Ehlers on April 1<sup>st</sup> at 7:00 p.m.
- b.) Stockbridge Mural Updates – The artist will continue to keep the Village updated on the Bright Idea grant and WI Art Board grant, but all financial backing for the project to move forward does look promising.

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NEW BUSINESS:

1. Village Insurance Renewal/Approval – noted above.
2. Resolution 01-2019 Village Zoning Map Updates – The Board was given a written list of the already adopted zoning map changes and a copy of the update zoning map. **Motion** to formally adopt the updated zoning map to incorporate amendments that have been adopted since 2011 by Lemke, seconded by Bornemann. M/C
3. April 2, 2019 Election – a sample ballot was handed to all Board members a **motion** was made to reduce election workers from (7) to (5) by Behnke, seconded by Bodden. M/C. Also a reminder that in person absentee voting takes place from March 11<sup>th</sup> – March 28<sup>th</sup> in the Clerk's Office.
4. Open Book is scheduled for April 30<sup>th</sup> from 4 p.m. – 6 p.m. and Board of Review is scheduled for May 20<sup>th</sup> from 5 p.m. – 7 p.m.
5. Board of Review Training – Tammy, Tim and any new potential board members.
6. Culvert Size/Water Abatement Concerns – Parcel #14474. – Reminder that the Clerk had provided the Board a timeline dating back to 2000 referencing concerns raised by the owner of Parcel #14474 on private road – North Saint Catherine's Bay Road. It was the consensus of the Board that Zickuhr will review Chapter 88 of the WI State Statutes regarding Drainage of Lands. Zickuhr will report back to the Board at the April meeting, as he was not present for the March meeting. Lemke also indicated that once the snow melts, members of the Street Committee will again review the situation. A letter will then be drafted for the home owner that explains the decisions of the Board.
7. Joint Meeting reminder – April 9<sup>th</sup> at 6:30 p.m. – Amy Zahringer presiding
8. Fire Department Air Pak purchase. All Board members were given a copy of the 5 Alarm invoice that was \$3,000 more than the initial quotation for review. Zahringer expressed concern about how the quotes were presented and will communicate at the Joint meeting that these purchases need to be reviewed and approved at Joint meetings and not individual Village/Town meetings from this point further.
9. Fire Department Officer (2019-2021) Approval – **Motion** to approve the following officers by Behnke, seconded by Bornemann. M/C
  - Fire Chief Michael Funk
  - Asst. Chief Dean Joas
  - Captain Dave Woelfel
  - Captain Josh Carney
  - Lieutenant Bill Van Hoorn
  - Lieutenant Brandon Hoerth
  - Lieutenant Brandon Poehlein
  - Lieutenant Joseph Schneider
  
  - Secretary Tanner Zwetow
  - Treasurer Joseph Schneider
  - Safety Officer Terrence Moehn

Bills: **Motion** to approve bills by Behnke, seconded by Mackai. M/C

Adjourn: **Motion** to adjourn by Lemke, seconded by Mackai. M/C

DATED:  
 March 11, 2019

Lisa Averkamp  
 Village Clerk